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CONFIDENTIAL

19 March 1965

MEMORANDUM FOR: CH/OS  
CC/OS  
C/TAS

SUBJECT : Operations School  
Auditing and Monitoring of Training Activities

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1. I wish to emphasize again the importance of careful auditing and monitoring of each and every one of the Operations School's training activities. The program initiated by the Chief, Headquarters Training to audit each of the courses presented at Headquarters is a definite step in the right direction. This program, to be effective, must be reviewed periodically and reported upon. Insofar as my discussions with [REDACTED] Chief, Covert Training, regarding the same subject are concerned, it was agreed that the Chief, Covert Training and the respective Chiefs of Bases would be responsible for the periodic monitoring of training activities by instructors of Covert Training. The monitoring of these teaching sessions has as its objective the determination of the degree of preparation of the instructor, the manner of his presentation, the observance of good physical security practices, and the general condition and continued appropriateness of the safehouses being used. It is recognized that each of the recipients have many duties to perform, but this cannot excuse failure to monitor three to five hours of training weekly.

2. In order that the DTR be kept informed of the quality of our instruction, the manner of its presentation, and the effectiveness of our instructors, it is requested that a monthly report be submitted

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GROUP 1  
Excluded from automatic  
downgrading and  
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covering "Monitoring and Auditing of Training" on the first of each month. A suggested format for that report is attached hereto.

3. Monitoring and auditing in another sense is the responsibility of C/TAS. This is in the field of procuring, cataloging, and publicizing all pertinent materials that have operational or operational support implications. In order to gain greater familiarity with TAS material it will be required that all instructors assigned to the Operations School be fully briefed by C/TAS prior to assuming any teaching duties. C/TAS should also consider the need of keeping instructors informed of new and useful material.

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Chief, Operations School/TR